

## Notification Letter for Adoption and Guardianship Subsidy Denials

### Purpose:

The purpose of this form is to notify families of the agency's decision to deny a requested service on an adoption or guardianship subsidy case. Families are to be notified using this form of the specific reason for the denial and advised of their right to appeal the decision through a fair hearing.

### Number of Copies and Distribution:

The original letter is to be sent to the family and one copy is kept in the agency record

### Instructions for Completion:

The letter is to be addressed to the adoptive/guardianship parent/s. The specific service requested is to be listed in the letter as well as the reasons for denial. The letter is to be signed by the Circuit Manager and printed on county letterhead.

### Instructions for Retention:

This form should be maintained until the record is destroyed.

MEMORANDA HISTORY: [CD06-79](#)